

Senior Project Manager / Project Manager (EU funded projects)
(Code: SPM/PM-EU-0919)

EXELIA is a company founded in Athens, Greece by a team professionals with significant experience in research and development of new products and services and in international project management. EXELIA consolidates innovative methodologies, improves client's educational capital, and designs and supports EU funded projects in the areas of European territorial cooperation, and research innovation.

Role:

We are looking for project managers to join our team and contribute in the management of EU funded projects of territorial cooperation / education & training / research & innovation. Day-to-day tasks include a combination of the following items (with senior PMs being able to manage and lead independently while PMs would be working with the support and guidance of an experienced team):

- Setup, monitor, and manage work schedules, implementation, adherence to quality standards & funding programme rules
- Report to funding authorities on project activity and financial progress.
- Coordinate internal and external project teams, and assure communication and flow of information.
- Organise work meetings, workshops, results' dissemination events.
- Contribute in the implementation of project deliverables and dissemination actions.
- Generate business development opportunities collaborating with the business development team.
- Contribute in setting up new European project proposals, consortia, and budgets.

Candidate profile:

- 3+ years of experience for Project Manager or 5+ years of experience for Senior Project Manager.
- University degree. A postgraduate qualification will be considered an asset.
- Experience in EU funded programmes, ideally for territorial cooperation or Education & Training.
- Excellent communication skills in English.
- Knowledge of project related financial rules and procedures.
- Team player, organised, flexible and able to multi-task.
- Detail-oriented, focused, reliable, capable of taking initiatives.

Offered:

- Permanent, full time position in the context of a collaborative team.
- Competitive remuneration.
- Opportunities for significant career development and coordination functions in a growing company.
- Work in a creative and rewarding small business environment.
- Work with major companies, innovative research organisations and public administrations from across the EU.

CV and cover letter to: info@exelia.gr